



**KING COUNTY**  
**IMMUNIZATION PUBLIC HEALTH NURSE**  
**PUBLIC HEALTH-SEATTLE & KING COUNTY**  
**Prevention Division**  
**Communicable Disease Epidemiology and Immunization Section**  
**Hourly Rate Range \$23.62 - \$31.48**  
**Job Announcement No.: 04MH4314TLT**  
**OPEN: 5/31/04      CLOSE: Until Filled**

**WHO MAY APPLY:** This Term Limited Temporary (TLT) position is open to qualified candidates.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Betsy Hubbard at (206) 296-4884 for further inquiries.

**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** [A King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** Wells Fargo Building, 900 3<sup>rd</sup> Avenue, 9<sup>th</sup> floor, Downtown Seattle

**WORK SCHEDULE:** This full time TLT position is overtime eligible. It works a 40-hour workweek; Monday through Friday. After hours or weekend work may be required for disease outbreaks.

**DURATION:** This Term-Limited Temporary position is benefit eligible and has an expiration date of 12-31-06.

**PRIMARY JOB FUNCTIONS INCLUDE:**

The focus of this position is to:

- Provide technical consultation and assistance regarding recommendations for vaccine administration, storage and handling to Public Health and other health care providers in King County;
- Provide information on vaccines and vaccine-preventable diseases to the general community;
- Develop educational immunization-related materials for the general public and health care providers;
- Collaborate with and provide back-up for other members of the Communicable Disease Epidemiology and Immunization Team.

**This position reports to the Immunization Clinical Practice Supervisor in the Communicable Disease Epidemiology and Immunization Section.**

- Provide consultation and clinical support to health department and outside providers regarding immunizations, usually by telephone.
- Conduct Quality Assurance site visits to providers enrolled in the Vaccines For Children program, including follow-up on problems identified during the site visit.
- Assist Immunization Clinical Practice Supervisor with updating immunization practices policies/procedures.
- Coordinate or serve on community activities functions as a member of a team (Immunization Action Coalition committees; CHILD Profile)
- Write immunization-related articles for Public Health newsletters (*Vac Scene* and *Epi-Log*), edit the *Vac Scene* newsletter.

**Provide Information to the general public about vaccines and vaccine preventable diseases**

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

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(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Provide immunization information to the general public, through phone calls, on-site presentations, and responding to inquiries received via the public health website.
- Participate in public awareness activities and immunization campaigns including the preparation and editing of press packets and news releases
- Provide technical & editorial expertise in development of educational materials sponsored by outside agencies
- Initiate, update and edit hotline messages on Communicable Disease Hotline as needed.
- Develop new immunization content and keep information up-to-date for the Public Health web site.

### **Provider Training**

- Assist with planning, coordination and implementation of provider training:
  - For outside providers on vaccine recommendations, administration techniques, and storage and handling
  - Facilitate continuing education programs sponsored by the CDC (Epidemiology & Prevention of Vaccine-Preventable Diseases; annual Immunization Update, etc.) for immunization providers
- Make presentations on immunization topics at provider meetings by request.
- Editor of bi-monthly newsletter for providers, the *Vac Scene*
- Assist with development and coordination of printing and distribution of Laminated Immunization Card for providers
- Attend training as appropriate to increase knowledge about vaccines and vaccine-preventable diseases.

### **Development of Educational Materials for the Public**

- Assist with review of immunization booklet for parents, "Plain Talk About Childhood Immunizations"
- Active participant in CHLD Profile Materials Development Subcommittee
- Member of IACW's Public Awareness Subcommittee

### **Collaboration on CD/Epi Projects with other team members**

- On call to respond to and follow-up on vaccine-preventable disease investigations, as needed
- Attend and participate in department meetings
- Coordinate agenda for Clinical Immunization Team meetings

### **QUALIFICATIONS:**

- Graduation from a NLN accredited school of nursing and possession of current Washington State Registered Professional Nurse license.
- Strong experience required in training health care providers.
- Strong experience required in development of health education materials for clinicians and the general public.
- Knowledge of social marketing and health education principles.
- Strong clinical expertise of immunization practices and administration, and knowledge of immunization program issues, sufficient to effectively to teach other providers.
- Excellent public speaking and oral communication skills
- Excellent written communication skills, including technical writing of documents and development of educational materials for clinicians as well as general public.
- Expertise at meeting facilitation.
- Strong experience at organizing projects.
- Strong expertise in computer Windows-based software including word-processing (e.g. MS Word) and graphics (e.g. Powerpoint).

### **NECESSARY SPECIAL REQUIREMENTS:**

- The selected candidate must pass a through background investigation. (*licensure, pre-employment physical*).
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Washington State Driver's License or ability to travel in King County to places that may not have bus service.

**UNION MEMBERSHIP:** WSNA

**SEQUENCE NUMBER: 80-8338-**